



Utah's Own Acreage Enhancement Grant Program Application Guidelines

Forward request for grant to:

Richard Sparks
PO Box 146500
Salt Lake City, Utah 84114-6500
Or email to: rsparks@utah.gov

Application guidelines

Title--concisely express the essence of the proposal.

Cover page and Abstract--include the names, titles, and roles of the principal participants, along with a one page summary.

- **Goal(s) and Objectives**--describe the overall production and marketing goal(s) in one or two sentences. List and describe the essential objectives of the project.
- **Work Plan**--explain briefly how each objective will be accomplished. Be clear about who will do the work. Include appropriate time lines.
 - Identify and specify the role and responsibilities of each party that will be involved in production.
 - Identify and specify the role and responsibilities of each party that will be involved in product marketing if different than production individual.
- **Expected Outcome and Project Evaluation**--describe cropping plan and how the plan will be evaluated upon conclusion. Describe the marketing plan and how the plan will be evaluated upon conclusion. To the extent possible express the expected outcome(s) in terms of results, not simply activities completed.
- **Supplemental Budget Summary**—submit and demonstrate a budget that is reasonable and adequate. Clearly delineate who will contribute what to the project in terms of any matching funds and clearly identify the use of grant monies.

Supporting Documents

- Letters and/or other evidence of commitment by participants, i.e. land owner(s), marketing outlets if agreement exist, and any project sponsors included in budget
- Letters from stakeholders or others who support the project but are not providing matching resources are optional.
- Brief summaries of experience or qualifications of grant participants.
- Unsigned letters will not be accepted